

Please complete this form in its entirety. One form should be completed for each registrant, per course. **If you need additional forms, make a copy of this one.** All courses are on a first come first serve basis. You should receive a confirmation letter and map approximately 2 weeks prior to the class. *(Nashville courses are held in the hotel)*

- **DPA Employees** - Place an "X" in the course box and textbook box if one is needed. "NA" should appear in the total column. **You are NOT responsible for any fees.** An "Approval to attend Education Course/Program" form must accompany this form in order for it to be processed.
 - **Tennessee City and County Employees** - Place an "X" in the course box and textbook box if one is needed. "\$15.00" should appear in the total column. **You are only responsible for a \$15 handling fee.** Handling fees will not be refunded or credited unless circumstances warrant per training policy.
 - **Other Tennessee State Agency Employees** - Place an "X" in the course box and textbook box if one is needed. The "total cost" must be added and placed in the total column. Your agency will receive a journal voucher for the total cost.
 - **Private Industry Employees and Non-Tennessee Governmental Employees** - Place an "X" in the course box and textbook box if one is needed. The "total cost" must be added and placed in the total column. Cancellations received fifteen working days in advance will yield a full refund. **Cancellations of less than fifteen working days notice will be assessed a (\$100.00) fee.** We advise that travel arrangements not be made prior to receiving registration confirmation.
- * Tuition fees do not include travel to the course location, fees to and from the airport, meals or hotel accommodations.

If you have questions about this form, please contact Tony Lamb at (615) 401-7781 or via email at Tony.Lamb@state.tn.us

METHOD OF PAYMENT



Full payment must accompany this form.

Payment may be made by check, money order, or government purchase order.

Checks or money orders should be made payable to:

Comptroller of the Treasury

Sorry, cash is **NOT** accepted

IAAO TEXTBOOK ORDERING



Currently the green IAAO textbook, **(Property Assessment Valuation)** is being used as a companion to the SRM you will receive for appraisal courses. Modeling courses will use the blue IAAO textbook, **(Mass Appraisal of Real Property)**. If you already have a textbook, bring it to class, you will **NOT** be provided with a new one.

*You must check the appropriate box on this form or an IAAO textbook will **NOT** be ordered.

There will be **NO** textbook refunds if one is ordered.

RETURN THIS FORM WITH PAYMENT TO:



Mail your completed form to:
Office of Management Services
Suite 1400
James K. Polk State Office Bld.
505 Deaderick Street
Nashville, TN 37243-0261



Fax your completed form to:
Fax: (615) 741-3888
 Attn: Tony Lamb



Email your completed form to:
Tony.Lamb@state.tn.us

"The Office of the Comptroller of the Treasury is committed to principles of equal opportunity, equal access, and affirmative action. Individuals with disabilities who wish to participate in these courses should contact the Division of Property Assessments, phone number (615) 401-7737, to discuss any auxiliary aids or services needed to facilitate participation. Such contact should be made no less than 4 weeks prior to the course date to allow time to provide the aid or service."

If you have questions about this form, please contact Tony Lamb at
(615) 401-7781 or via email at Tony.Lamb@state.tn.us

OFFICE USE ONLY

Deposit # _____

Date: _____

PERSONAL DATA (Print or type)

Name: (Last) _____ (First) _____

Social Security (last 4 digits only) _____ Email _____

Employer: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ - _____

Phone: (_____) _____ Fax: (_____) _____

DPA Employees: Region _____ (Must have attached *Approval Form* to be processed)

IAAO Member: Yes ☐ No ☐ Designation: CAE ☐ RES ☐ CMS ☐ PPS ☐ AAS ☐ TCA ☐ TMA ☐

HOTEL ACCOMMODATIONS *Nashville courses only

If this area is not completed, NO reservations will be made for you. The DPA holds a block of rooms, so please allow us to make your reservations for courses being held in Nashville.

☐ Please **DO** make reservations for me, ☐ Please **DO NOT** make reservations for me,

I plan to arrive on: Date _____ / _____ / 08 and to depart on: Date _____ / _____ / 08

Type of room: Single ☐ Double ☐ Smoking ☐ Non-Smoking ☐

Other info: _____

***Nashville
Courses
Only**

* Do **NOT** send hotel fees to IAAO or the DPA. Fees must be paid directly to the hotel by you. The DPA is **NOT** responsible for hotel fees. Hotel rates are subject to change without notice. (**see hotel information on the Course Details page**)

* DPA will **NOT** make room reservations for courses being held in locations other than the Wingate - Brentwood Cool Springs.

COURSE SELECTION AND FEES

Dates	Course & Location	Cut-Off Dates	Tuition	Text Book If needed	Total Due
April 7-11	DPA Basic Mapping (Jackson)	Mar. 21	<input type="checkbox"/> \$100		\$
April 7-11	IAAO Course 101 - Fund. of Real Property Appraisal	Mar. 17	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
May 5-9	IAAO Course 400 - Assessment Administration (pilot)	Apr. 14	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
May 5-9	IAAO Course 102 - Income Approach to Valuation (Jackson)	Apr. 15	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
June 2-6	IAAO Course 102 - Income Approach to Valuation (Knoxville)	May 12	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
June 9-13	IAAO Course 201 - Appraisal of Land (updated)	May 19	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
July 14-18	IAAO Course 311 - Residential Modeling Concepts	June 23	<input type="checkbox"/> \$375	<input type="checkbox"/> \$40	\$
Aug. 4-6	IAAO Workshop 151-Standards of Professional Appraisal Practice	July 14	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Oct. 6-10	IAAO Course 402 - Tax Policy	Sep. 15	<input type="checkbox"/> \$375	<input type="checkbox"/> \$25	\$
Nov. 17-19	IAAO Workshop 552 – Personal Property Auditing	Oct. 27	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Nov. 19-21	IAAO Workshop 553 – Advanced Personal Property Auditing	Oct. 27	<input type="checkbox"/> \$335	<input type="checkbox"/> \$25	\$
Dec. 1-5	TN Assessment Law & Appraisal Fundamentals	Nov. 10	<input type="checkbox"/> \$100		\$

Notice: Tennessee City and County employees.
You pay only \$15 per person per course.

DPA Tennessee Assessment Law & Appraisal Fundamentals

This course is designed to provide a basic understanding of assessment laws and appraisal terminology and methodology.

DPA Basic Mapping

Basic mapping deals primarily with the maintenance and revision of assessment maps. The participants will become familiar with the mapping tools used to maintain maps and the three functions of a map. The course will provide a foundation for the types of maps used in the assessment field and the types of surveys assessment officials will confront, as well as, parcel identification and computer mapping.

Course 101 - Fundamentals of Real Property Appraisal

A basic appraisal course for assessors, Course 101 emphasizes the theory and techniques of the cost and sales comparison approaches to value. Students review terminology, basic appraisal, and economic principles, general principles of land valuation, the assessment function, and the mass appraisal process.

Course 102 - Income Approach to Valuation

Course 102 covers the theory and techniques of estimating value by the capitalized earnings approach. The material covered includes the selection of capitalization rates, analysis of income and expense data in the determination of income to be capitalized and capitalization methods and techniques. Rental units of comparison, real estate finance and investment are also covered.

Prerequisite: IAAO Course A or 101, or the equivalent.

Workshop 151-Uniform Standards of Professional Appraisal Practice

This workshop covers materials from The Appraisal Foundation, Uniform Standards of Professional Appraisal Practice which includes: Definitions, Preamble, Ethics Rule, Competency Rule, Departure Rule, Jurisdictional Exception Rule, Supplemental Standards Rule, and Standards 1 through 10. Supplementary materials include The Appraisal Foundation Uniform Standards of Professional Appraisal Practice (USPAP) Frequently Asked Questions. The FAQ is an annually updated reference for appraisers and users of appraisal services that contains a compilation of questions and answers. Case studies and exercises illustrate the material. This workshop includes an exam. **IAAO recertification credit: 15 hours-2 days**

Course 400 - Assessment Administration

Course 400 covers administrative concepts and procedures that can produce greater efficiency in the modern assessment office. Students explore the key subsystems of an organization and how to operate them more effectively. Also included is the manager's role within an assessment organization: the processes of planning, directing, coordinating, organizing, budgeting, and evaluating toward the better utilization of technological and physical resources. Topics include information systems, reappraisal, setting goals and objectives, maintenance, appeals, data processing, public relations, personnel, budgeting, report reviews, ratio studies, evaluations and standards of practice. **Recommended: Course 101, and The Appraisal Foundation's Uniform Standards of Professional Appraisal Practice (USPAP) PAAA Text**

Course 311 - Residential Modeling Concepts

Course 311 presents a detailed study of the mass appraisal process as applied to residential property. Topics covered include a comparison of single-property appraisal and mass appraisal, the major steps in the mass appraisal process, data requirements, market analysis, application of the approaches to value, use of sales ratio studies, and valuation review techniques. **Recommended: Course 300. MARP Text**

Course 402 - Property Tax Policy

Course 402 offers students strategies for assisting in the effective formulation and implementation of tax policies and presents background enabling students to understand the context under which property tax policy is established. Students will be given analytical tools with which they can explain the effects of proposed property tax changes. They will be provided with a sound theoretical basis to guide decision-making and to assist in creating workable solutions for their jurisdictions. The course is designed for assessment administrators and students of taxation, as well as professional policy advisors who guide and make decision in the area of tax policy on a regular basis.

COURSE DAILY SCHEDULE

Monday	8:00 - 4:30	Registration-Class
Tues. - Thurs.	8:00 - 4:30	Class
Friday	8:00 - 4:30	Review/Exam

WORKSHOP DAILY SCHEDULE

Monday	8:00 - 4:30	Registration-Class
Tuesday	8:30 - 4:30	Class
Wednesday	8:00 - 12:00	Review/Exam

(Workshops 552 & 553 will run concurrently from Nov. 17-21)

SUBJECT TO CHANGE BY INSTRUCTOR

COURSE LOCATION *Nashville courses only

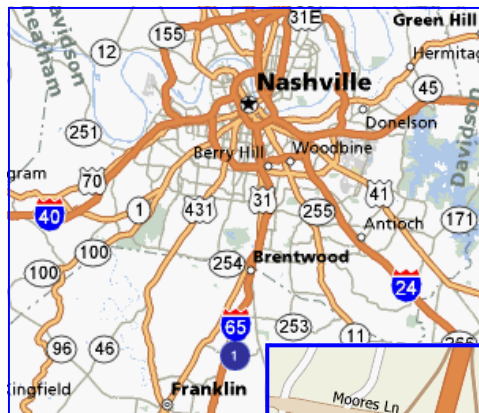


Wingate by Wyndham-Brentwood Cool Springs

1738 Carothers Parkway

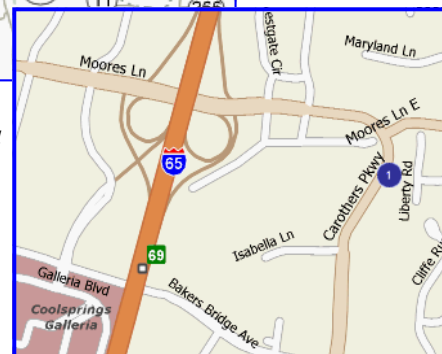
Brentwood, TN 37027

Phone 615-277-8700



Approximate
Single Rate
(per night)
\$90+tax
(17.25%)

Reservations will only be made for courses being held at the Wingate by Wyndham-Brentwood Cool Springs. Lodging for classes being held in Jackson & Knoxville, must be made by course participant.



Workshop 552 - Personal Property Auditing

This workshop provides a foundation for understanding basic financial records. Specifically to be discussed are those records relating to fixed assets. The balance sheet, depreciation schedule, and income statement will be described and discussed in much detail. Emphasis will be placed on the pertinent data relevant to the personal property appraiser. Graduates of this workshop will be able to use basic financial records and conduct "audits" of smaller businesses. **Recommended: Course 500. IAAO recertification credit: 18.5 hours-2 ½ days**

Workshop 553 - Advanced Personal Property Auditing

This workshop expands the understanding of financial records provided in the Basic Personal Property Auditing Workshop and presents advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques will also be discussed. A case study including sample financial records will be used to "discover" fixed assets that may otherwise be hidden from the appraiser. **Recommended: Course 500 and Workshop 552. IAAO recertification credit: 18.5 hours-2 ½ days**

Course 201 - Appraisal of Land

Course 201 covers the theory and techniques of appraising land. Topics include classifying land; estimating highest and best use; discovering significant trends and factors and their effects on value; data collection; and selection of correct physical units of land measurement for appraisal. The five land appraisal methods (sales comparison, allocation, anticipated use, capitalization of ground rent, and land residual capitalization) are studied in depth. **Recommended: Course 101, 102, PAV/PAAA**

COURSE MATERIALS



Paper, pencils and a silent, battery-operated calculator are required for **all** courses.



In addition, **DPA Basic Mapping** students will need 5mm pencils, a scale, a protractor, a red pencil, a yellow pencil, a 30/60 triangle, a 45/90 triangle and a compass.



Students must be familiar with their calculator's operation before the course begins. (HP 12C preferred for all courses)



Visit our web site at: www.state.tn.us/comptroller/cpddivpa.htm